



EMPLOYMENT OPPORTUNITY

1. RPA #	10133 – OHR
ANALYST'S INITIALS	AIO
DATE	6/10/2015

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Office Technician (General)	POSITION NUMBERS 306-271-1138-001	TENURE Limited Term – 12 Months	TIME BASE Full Time	CBID R04
OFFICE OF Human Resources (OHR)	LOCATION OF POSITION (<i>CITY or COUNTY</i>) West Sacramento, Yolo County			MONTHLY SALARY \$2,691-\$3371
SEND APPLICATION TO: Office of Human Resources 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Eagen Patterson	REPORTING LOCATION OF POSITION 707 Third Street, 7th Floor, West Sacramento 95605			
	SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun			
	PUBLIC PHONE NUMBER (916) 371-2453	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE Staff Services Manager I				FILE BY 6/19/2015

This position is Limited Term (12 Months); it may become permanent, be extended, or be cancelled at any time.

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of the Manager of the Examinations Unit, the Office Technician (General) will perform the most difficult of clerical duties. The incumbent has responsibility for the examination certification process for DGS Offices and client Boards and Commissions. This position interprets and applies a wide variety of personnel laws, rules, policies, and processes in the performance of these functions.

[View the Duty Statement.](#)

DESIRABLE QUALIFICATIONS

- Familiarity with the CalHR Certification System and its function(s).
- Experience providing quality customer service
- Excellent organizational skills
- Attention to detail and ability to follow-through
- Experience with the Microsoft Office Suite, especially Word and Excel

INTERPERSONAL SKILLS

- Display good interaction skills
- Interact successfully in a team environment
- Communicate successfully in a diverse community
- Communicate successfully with individuals from varied experiences, perspectives and backgrounds

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SPECIAL PERSONAL CHARACTERISTICS

- Ability to be flexible, receive and follow directions from managers, supervisors, and classification & pay analysts.
- Ability to provide solutions to managers, supervisors, classification & pay analysts and clients.
- Maintain required work schedule and follow office rules.
- Gain and maintain the confidence and cooperation of management and clients.
- Demonstrate mature judgment; tact and discretion; remain professional and calm in all situations and have respect for self and others.
- Ability to perform duties independently and with the highest level of expertise.
- Ability to focus on work and details without being distracted.
- Ability to read and write English at a level required for successful completion of assignments.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Anticipate and identify problems and their causes; develop potential solutions or improvements using rational and logical processes or innovative and creative approaches.
- Organize and structure work for effective performance; plan and adjust priorities as conditions change.
- Express written information clearly, and accurately and in an organized manner.
- Effectively handle stress and deadlines in a fast paced environment.
- Prepare and/or move boxes and/or information for archiving purposes

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, or recruitment from the employment list may be considered.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click below:

[Office Assistant/Technician Consolidated Series Minimum Qualifications](#)

- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

HOW TO APPLY

If interested, please submit a completed, signed standard State application (Std. 678), and a copy of your test results (if applicable) to the address and contact listed on this bulletin.

Emailed applications will not be accepted. Do not include page 5 of the application.

Please include RPA #10133 and indicate your eligibility on your application.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.